

UNITED STATES DEPARTMENT OF STATE
MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT
An Equal Opportunity Employer

Announcement Number: OIG-05-0013

Position title: Supervisory, Auditor

Office and Location: Office of Inspector General, Office of Audits, Washington DC
Metro Area

Series and Grade: GS-511-14

Promotion Potential: None

Opening Date: May 12, 2005

Closing Date: May 26, 2005

Supervisory: Yes

Security Clearance Required: Must be able to obtain a Top Secret Clearance

Comments:

- 1) Incumbent will be subject to random drug testing.
- 2) Relocation expenses will not be paid.
- 3) **Transcripts must be submitted with your application package if you are qualifying based on education.**
- 4) **CPA documentation must be submitted with your application package to support your eligibility/qualifications for this position.**

Area of Consideration: Status Candidates, Noncompetitive, Reinstatement, and ICTAP Eligibles and Eligible Veterans

Please note: This Merit Promotion Opportunity Announcement is also being announced under **VACANCY IDENTIFICATION NUMBER AR325581**, which is open to **All U.S. Citizens**. If you are interested in being considered for both announcements, you must apply for each separately by following the instructions outlined in the respective vacancy announcement.

The incumbent may be subject to perform worldwide travel.

DUTIES: The incumbent is responsible for supervising audit teams comprising a number of auditors and/or management analysts in carrying out individual audits that comprise the comprehensive audit program of the specific Division to which assigned. Major supervisory duties include: develop proposals and recommendations for consideration by the Division Director on specific subject matter areas that should be covered in audits; supervise development of a detailed audit plan for the audits assigned by the Division Director; provide continuous on-site leadership for the conduct of many of the assigned audits and make decisions in connection with specific problems and issues that may arise; ensure that audits, related system reviews, and internal control assessments are performed with technical proficiency, in a timely manner, and in accordance with applicable professional accounting and audit standards; recommend the expansion or conclusion of an audit based on judgments regarding existing findings; review and comment on work papers; oversee the preparation of audit reports to ensure that findings and recommendations are objective, factual, and in conformance with overall report-writing policies and standards; perform follow-up audits and special studies as may be assigned; and evaluate the performance of team members assigned to include recommending awards, promotions, or disciplinary actions, as appropriate.

QUALIFICATIONS REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet any selective factors, when specified. (Copies of transcripts must be submitted with your application package if you are qualifying based on education.)

1) A Bachelor's degree or higher in accounting; or a Bachelor's degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. (The 24 semester hours may include up to 6 hours of business law.)

2) OR, a combination of college-level education and experience equivalent to at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training. Your experience must have provided you with professional accounting and/or auditing knowledge AND your education must have included one of the following

a) 24 semester hours or accounting and/or auditing courses (the 24 semester hours may include up to 6 hours in business law.); OR

b) a certificate as a CPA or a Certified Internal Auditor, obtained through written examination; OR

c) completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours but does not fully satisfy the 24-semesterhour requirement for #1 above, provided that you have successfully worked at the full performance level in accounting or auditing or related field, e.g., valuation engineering or financial institution examining; AND you must provide written documentation from a panel or at least two higher level professional accountants or auditors attesting that you have demonstrated a good knowledge of accounting and/or auditing or related and underlying fields that equals in breadth, depth, currency, and level of advancement that is normally associated with successful completion of the 4-year course study described in #1; AND, except for the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

In addition to meeting the basic Auditor qualification requirements, applicants must possess the following minimum qualification requirement for the GS-14 grade level:

At least 1 full year of experience (equivalent to the GS-13 level in the federal service) managing and overseeing segments of audits involving a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness and/or financial performance related to Department processes, functions and operations; providing authoritative advice and guidance to management on analytical, evaluative, and audit practices; planning, organizing, and directing multiple team study work; applying knowledge of accounting principles, auditing standards, and government auditing standards; developing and coordinating audit report recommendations; and producing written reports and analyses on audited programs and processes.

Applicants must meet all qualification requirements, including time-in-grade and time after competitive appointment requirements, by the closing date of the announcement.

SELECTIVE FACTOR: Applicants MUST be CPA certified AND must submit supporting documentation with their application.

RANKING FACTORS: Applicants MUST submit responses to the KSAs below in order to be considered for this position. Applicants who meet the qualification requirements described above will be further assessed (ranked and rated) based on the responses to the knowledge, skills and abilities (KSA) listed below. It is suggested that you address each KSA in clear and concise paragraphs. Be sure to include the breadth and scope of your related experience and address any education, training, and awards received that may relate to the specific KSA. Providing examples is an effective way to communicate how your experience directly relates to the specific KSA.

1. Knowledge of accounting and auditing standards and procedures.
2. Ability to plan and conduct financial, as well as economy and efficiency program and compliance audits.
3. Ability to communicate in writing to include experience drafting and editing complex and comprehensive audit reports.
4. Ability to communicate orally to include experience making presentations and negotiating with officials inside and outside of the organization.
5. Ability to supervise and provide technical guidance and leadership to a staff of professionals.

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job.

JOB INFORMATION

In order to apply for Department of State vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number
2. Title and grade(s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code

2. Social Security Number
3. Country of citizenship (U.S. citizenship is required)
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, including series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours). If requested in the vacancy announcement, please provide proof of eligibility (e.g. transcripts, List of College Courses). Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. college or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants **must** provide information on their work experience, both paid and non-paid, that is **related** to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employer's name and address
4. Supervisor's name and telephone number (Indicate if we may contact your current supervisor.)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including **job-related**: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit the most recent performance appraisal** and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS1812 may be submitted.)
2. All non-competitive eligible **must submit proof of eligibility.**
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. All applicants **must** submit information that addresses the ranking factors.
6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.
APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE CONSIDERED.
ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE

DEPARTMENT OF STATE AND WILL NOT BE RETURNED.

WHERE TO APPLY

Please do not mail applications.

You may e-mail your application to TaylorCB2@state.gov. Any documents that cannot be attached to your e-mail may be **faxed** to (703) 284-1966. Please limit the number of pages faxed and be sure to include the announcement number.

Department of State employees only may hand deliver applications to the drop box at: SA-39, 1700 N. Moore Street, Suite 840, Arlington, VA by 5 p.m. on the closing date.

For additional information, call (703) 284-1815.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of State is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at 202-261-8180. The decision on granting reasonable accommodation will be on a case-by-case basis.

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. The following categories of candidates are considered displaced employees:

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who 1) received a specific RIF notice; or 2) separated because of a compensable injury whose compensation has been terminated and whose former agency certifies that it is unable to place; or 3) retired with a disability and whose disability annuity has been or is being terminated; or 4) upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in lieu of RIF"; or 5) retired under the discontinued service retirement option; or 6) was

separated because he/she declined a transfer of function or directed reassignment to another commuting area.

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management disability retirement annuity under Section 8337(h) or 8456 of Title 5 United States Code.

To receive this priority consideration, you MUST:

- 1) Submit a copy of the appropriate documentation, such as a RIF separation notice, certificate of expected separation, Standard Form 50 *Notification of Personnel Action* stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status, with your application package.
- 2) Submit a copy of the appropriate documentation, such as a RIF separation notice, certificate of expected separation, Standard Form 50 *Notification of Personnel Action* stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status, with your application package.
- 3) Apply for a position at or below the grade level of the position from which you have been separated and that does not have a greater promotion potential than the position from which you were separated.
- 4) Apply for a position in the same local commuting area from which you were separated.
Provide your current (or last) performance rating of record, which must be at least fully successful or equivalent.
- 5) Provide all required information specified in the vacancy announcement, e.g. SF-50s, performance appraisals, transcripts, etc. Failure to comply with ALL the instructions in the vacancy announcement will result in non-consideration for the vacancy.
- 6) File your application by the vacancy announcement closing date.
- 7) Be determined "Well-Qualified" for the position. Well-qualified means an employee who meets all eligibility and qualification requirements, including any selective placement factors, medical qualifications, minimum educational and experience requirements, and physical qualifications (with reasonable accommodations as appropriate), and is rated above minimally qualified candidates in accordance with the Department's Merit Promotion process.